

Appendix V

Major Automated Information System Quarterly Reporting Coordination Procedures

(See DoD Regulation 5000.2-R of 15 Mar 96, appendix V, for Major Automated Information System Quarterly Reporting implementation requirements for ACAT IA programs.)

1.1 Purpose

For each IT program identified as requiring oversight by the Office of the Secretary of Defense (OSD), a Quarterly Major Automated Information System (MAIS) Report shall be submitted to the Assistant Secretary of Defense (Command, Control, Communications and Intelligence (ASD(C3I))). The report is designed to provide information to OSD on the status of the program.

1.2 Preparation

The status report shall be prepared by the program manager (PM) and forwarded to ASN(RD&A) or designee for review and submission to OSD. The report shall be submitted no later than the 15th of the month subsequent to the end of the quarter (i.e., 15 January, 15 April, 15 July, and 15 October).

1.3 Content

The report provides a general overview of the program, information on accomplishments during the most recent quarter, changes, problems, and issues that have occurred. In particular, the reports provide status on milestones, program funding, program costs, risks, staffing, and schedules.